



CSAC EXCESS INSURANCE AUTHORITY **ONLINE COURSE CATALOG**



UPDATED JANUARY 2020

ONLINE COURSE CATALOG: TABLE OF CONTENTS

Welcome to TargetSolutions' course catalog. On pages 3-14, you will find courses available to EIA members through TargetSolutions, including LearnSmart & SmartTeam courses for professional development. Pages 16-27 feature additional courses that can be purchased by EIA members at a discounted rate. Please contact us at (800) 840-8048 with questions.

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BUSINESS SKILLS

If your team is looking to take its skills to the next level and develop leaders, these courses will come in handy. This catalog features more than 170 training courses on leadership, management skills, strategic thinking, and much more.

COMMUNICATION

- 4 Stages to Writing Your Best
- Better Business Writing
- Business Communication Fundamentals
- Effective Presentation Skills
- Email Do's and Don'ts
- Email Etiquette
- Giving Feedback that Gets Results
- How to Write Powerful & Persuasive Emails
- Optimizing LinkedIn for Sales Prospecting and Business Networking
- Powerful Presentations
- Short, Sweet and To-the-Point Reports
- Successful Negotiation
- Tackling the Technical Proposal
- The Art of Negotiation
- Writing Effective Emails
- Webinars – Conducting a Web-based Presentation

Communicating Up

- Communicating Up 01: Your Manager
- Communicating Up 02: Your Manager's Style of Communication
- Communicating Up 03: Your Path
- Communicating Up 04: Mastering
- Communicating Up 05: Health Check

COMPUTER SKILLS

- Strategic Brand Management

CONFLICT RESOLUTION

- Conflict Resolution

Resolving Conflicts

- Resolving Conflicts 01: Characterizing Conflict
- Resolving Conflicts 02: Know Your Behavior
- Resolving Conflicts 03: Identifying Behaviors
- Resolving Conflicts 04: Your Path
- Resolving Conflicts 05: Mastering
- Resolving Conflicts 06: Health Check

FINANCE

- Creating a Budget that Works for You
- Finance & Accounting for the Non-Financial Manager
- Financial Management 1: Negotiating Contracts
- Financial Management 2 & 3: Pricing for Profits, Generating Cash and Getting Paid
- Financial Management 4: Accounting & Cash
- Financial Management 5: Strategic Planning & Budgeting
- Financial Management 6 & 7: Financial Controls, Monitoring & Project Budgeting
- Financial Management 8: Controlling Labor Costs
- Financial Management 9: Purchasing

GENERAL

- An Entrepreneur's Guide to Networking
- Business Dining Etiquette
- Company Layoffs and Downsizing
- Critical Thinking and Problem Solving
- Discrimination Prevention
- Energy Management: Exercise, and Safety
- Everyone is a Leader
- Facilitating Meetings and Groups
- Get SMARTER with Goals
- Healthy Practices: Nutrition, Exercise, and Safety
- Interviewing Skills for Employees
- It's my Job! Career Growth
- Making Humor Work at Work
- Managing Stress at Work
- Managing Up: Strengthening Relationships
- Meetings That Get Results
- The Change Process
- The Power of One - Taking Accountability
- The Power of Vision
- Work Life Balance

Smart Time Management

- 7 Steps to Regaining Control of Your Day
- The 80/20 Rule for Making Every Minute Count

Business Execution

- Execution 01: Strategies
- Execution 02: Inspiring Excellence
- Execution 03: Turning Ideas into Actions

Improving Work Habits

- Improving Work Habits 01: Performance Issue or Poor Work Habit?
- Improving Work Habits 02: Describing the Work Habit
- Improving Work Habits 03: Keep Ownership with the Team Member
- Improving Work Habits 04: Empathizing
- Improving Work Habits 05: Your Path
- Improving Work Habits 06: Mastering
- Improving Work Habits 07: Health Check

Quality Essentials

- Smart Quality: Building Quality Awareness
- Smart Quality: Systematic Problem Solving
- Smart Quality: Process Improvement

Supporting Change

- Supporting Change 01: The 3 Phases
- Supporting Change 02: Reactions
- Supporting Change 03: Your Path
- Supporting Change 04: Mastering
- Supporting Change 05: Health Check

LEADERSHIP

- A Leaders Guide to Decision Making
- Advanced Management Skills
- An Effective Leader's Guide to Time Management
- Building Leadership Capability
- Creating a Code of Conduct
- Effective Delegation Overview
- Lead with Strengths
- Mentoring that Matters
- Negativity in the Workplace
- Part 1 - What Leaders Do
- Part 2 - Model the Way
- Part 3 - Inspire a Shared Vision
- Part 4 - Challenge the Process
- Part 5 - Enable Others to Act
- Part 6 - Encourage the Heart
- Transition to Leadership

Basics of Leadership

- Basics of Leadership 01: Challenges
- Basics of Leadership 02: Corporate Culture Changes
- Basics of Leadership 03: Keeping Employees Energized
- Basics of Leadership 04: Knowledge Management
- Basics of Leadership 05: Elements of Change
- Basics of Leadership 06: Dynamics

Communication Essentials

- Communication Essentials 01: Empowering Leadership
- Communication Essentials 02: Craft Clear and Concise Messages
- Communication Essentials 03: Team Member Messages
- Communication Essentials 04: Listening to Communicate
- Communication Essentials 05: Nonverbal Behavior
- Communication Essentials 06: Impactful Feedback
- Communication Essentials 07: Mastering

Effective Delegation

- Effective Delegation 01: What to Delegate
- Effective Delegation 02: The Issues
- Effective Delegation 03: Your Path
- Effective Delegation 04: Mastering
- Effective Delegation 05: Health Check
- The Art & Science of Delegation

Leadership Essentials

- Leadership Essentials 01: The Work of Leaders
- Leadership Essentials 02: Focus on Behavior
- Leadership Essentials 03: Enhance Self-Esteem
- Leadership Essentials 04: Encourage Participation
- Leadership Essentials 05: Lead Effective Meetings
- Leadership Essentials 06: Mastering
- Leadership Essentials 07: Health Check

MANAGING PEOPLE

- Appraising Performance
- Business Essentials
- Coaching for Better Performance
- Coaching with Confidence
- Data Security
- Developing Your Leadership Style
- Discrimination in the Workplace for Managers

- Effective Performance Review Practices
- Employee Discipline
- Equal Employment Opportunity and Diversity for Managers
- Fundamentals of Business Crisis Management
- Getting the Most out of a Multigenerational Workforce
- Hiring the Right Talent - Customer Service
- Hiring the Right Talent - Sales
- How to Handle Workplace Challenges
- Internet and Computer Policy
- Key Skills for Managing & Coaching Your Team
- Lawful Employee Discipline
- Lawful Hiring Practices
- Lawful Termination Practices
- Managing a Geographically Distributed Workforce
- Managing Contractors and Temporary Employees
- Managing Technical Professionals
- Methods for Motivating and Mentoring Your Team
- Methods for Motivating Your Team
- Motivating Employees
- Putting Your People First (Personnel Administration)
- Rewarding Peak Performers
- SMART Goals - Setting Effective Targets for Success
- Successfully Transitioning from Team Member to Manager

Coaching Job Skills

- Coaching Job Skills 01: Determining Training Or Coaching
- Coaching Job Skills 02: Your Path to Training New Skills
- Coaching Job Skills 03: Your Path to Coaching Existing Skills
- Coaching Job Skills 04: Mastering Training New Skills
- Coaching Job Skills 05: Mastering Coaching Existing Skills
- Coaching Job Skills 06: Health Check

Developing Performance Goals & Standards

- Developing Performance Goals & Standards 01: The Value of Planning
- Developing Performance Goals & Standards 02: Creating Standards
- Developing Performance Goals & Standards 03: Your Path
- Developing Performance Goals & Standards 04: Mastering
- Developing Performance Goals & Standards 05: Health Check

Effective Discipline

- Effective Discipline 01: Taking Disciplinary Action
- Effective Discipline 02: Process and Documentation
- Effective Discipline 03: Responding to Team Member Reactions
- Effective Discipline 04: Your Path
- Effective Discipline 05: Mastering
- Effective Discipline 06: Health Check

IT Pro to Manager

- IT Pro to Manager 01: Managing the Development of Technical Professionals
- IT Pro to Manager 02: Communication and Process Management Skills
- IT Pro to Manager 03: Leadership and Transitioning into Management

Management

- Active Shooter and Other Acts of Targeted Violence
- Employee or Independent Contractor: The Risk of Misclassification of Employees
- Essentials of I-9 Compliance
- Managing Generation X
- Managing a Millennial
- Pricing as a Professional
- The Risk of Misclassification of Employees & Essentials of I-9 Compliance (RV-PGM144)

Management 101

- Management 101 01: Introduction
- Management 101 02: Leading and Communicating
- Management 101 03: Making an Impact
- Management 101 04: Taking Control

Managing Complaints

- Managing Complaints 01: The Difficulties
- Managing Complaints 02: Active Listening
- Managing Complaints 03: Your Path
- Managing Complaints 04: Mastering
- Managing Complaints 05: Health Check

Multigeneration Management

- Multigeneration Management 01: Workforce Generations
- Multigeneration Management 02: Leading Silents and Boomers
- Multigeneration Management 03: Multi-Generational Leadership
- Multigeneration Management 04: Cross-Generational Teams
- Multigeneration Management 05: Developing Generations

Performance Management

- Performance Management 01: Preventing Problems
- Performance Management 02: Identifying Problems and Causes
- Performance Management 03: Feedback and Counseling
- Performance Management 04: Disciplining Problem Performance

Providing Performance Feedback

- Providing Performance Feedback 01: The Power
- Providing Performance Feedback 02: Verbal
- Providing Performance Feedback 03: Written
- Providing Performance Feedback 04: Your Path
- Providing Performance Feedback 05: Mastering
- Providing Performance Feedback 06: Health Check

HUMAN RESOURCES

TargetSolutions' Human Resources courses are designed to supplement the course catalog by providing training that is relevant and essential to all employees. Courses covering Employment Practices for Supervisors cover issues encountered in the workplace for individuals tasked with making employment decisions, including issues of harassment, hiring and termination, discrimination, evaluation and documentation.

HUMAN RESOURCES

- ADA Compliance in Business
- Alcohol-Free Workplace
- Business Ethics: Quick Refresh
- Cal/OSHA Log 300
- Code of Conduct - Ethics Education & Social Media Guidelines
- Computer Security Awareness
- Customer Service
- Designing Safe Workspaces & Preventing Injury
- Drug-Free Workplace
- Ethics in the Workplace
- Federal Acquisition Regulation Overview 3.10
- General HIPAA Awareness
- General Office Ergonomics
- Health & Wellness
- HIPAA Privacy Standards for Everyone
- Office Safety
- Preparing for a Pandemic Flu Outbreak
- Protecting Your Team against Violence at Work
- Putting Your People First - Personnel Administration
- Red Flag Rules (Identity Theft Protection)
- Responsible Social Media for Team Members
- Targeted Violence Considerations
- Understanding the Family Medical Leave Act (FMLA)
- Workplace Bullying
- Workplace Diversity
- Workplace Stress
- Workplace Violence

CUSTOMER SERVICE

- 3-Steps to Successful Customer Interaction
- Courtesies, Attitude, and Ethics
- Effective Verbal and Nonverbal Communication
- Handling Customer Complaints
- Listening for Understanding

EMPLOYMENT PRACTICES FOR SUPERVISORS

- Anger, Violence, and Conflict in the Workplace
- Dealing with Issues of Alcohol and Substance Abuse
- Discipline and Termination
- Employment Practices Overview
- Hiring Practices
- Interviewing and Hiring
- Interviewing Skills for Managers
- Motor Vehicle Incident Investigation for Supervisors
- Motor Vehicle Personnel Selection for Supervisors

- Motor Vehicle Safety Overview for Supervisors
- Performance Management
- Preventing Discrimination in the Workplace
- Reasonable Suspicion of Alcohol for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Successful Hiring
- Successful Termination
- Understanding Employee Leave

CALIFORNIA STATE MANDATED TRAINING

- Anti-Harassment Training for All Employees – California (SB1343)
- Anti-Harassment Training for Supervisors and Managers – California (SB1343/AB1825)
- CA Local Agency Ethics (AB 1234)
- Cal/OSHA Log 300
- Child Abuse: Mandated Reporter Training for California (General)

SMART HEALTH

- Best Practices to Help You Quit Smoking
- Child Nutrition - How to Avoid/Prevent Childhood Obesity
- Drinking Responsibly
- Eating Right
- Managing Your Cholesterol and Blood Pressure
- Physical Fitness – Choosing an Exercise Plan That's Right for You
- Proper Posture and Breathing
- Sleeping - How to Ensure You Are Well-Rested & Energized
- Yoga & Meditation - Finding your Inner Chi

SMART MENTAL HEALTH

- Core Values and Finding a Purpose in Life
- Goal Setting and Visualization Techniques
- Happiness is a Choice - Keys to Living a Joyful Life
- Keys to Successful Parenting
- Managing Anger and Emotions
- Mastering Marriage
- Reducing Stress and Anxiety
- Surviving and Thriving After Divorce

MOTOR VEHICLE SAFETY

TargetSolutions' Online Driver Training & Compliance Program offers organizations a solution to reduce motor vehicle losses. Driver curriculum is designed to change unsafe driving behavior and reinforce critical safe-driving concepts. Courses have been tailored to meet the varied needs of drivers of automobiles, large trucks and passenger vans. Supervisor curriculum is designed to provide supervisors with the training necessary to maintain a staff of safe and capable drivers. Driver training courses and curriculum for supervisors are available.

DRIVER PROGRAM

A year-long program testing a driver's ability to identify road hazards, beginning with an interactive driving simulation. Each user will be placed in a personalized program based on their performance in the initial assessment.

- Driver Assessment
- Backing Up Safely
- Dangers of Distracted Driving
- Environmental Driving Hazards
- Hazard Perception - Hidden Hazards
- Preventing Intersection Collisions - Cross Traffic
- Preventing Intersection Collisions - Rear-ends
- Preventing Intersection Collisions - Turning
- Preventing Loss of Control Crashes
- Preventing Sideswipe Collisions
- Sharing the Road with Pedestrians and Cyclists
- Speed and Space Management
- Work Zone Driving Hazards

DRIVER TRAINING

- Accidents and Emergencies
- Adjusting to Changing Conditions
- Aggressive Driving
- Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Expressway and Highway Driving
- Impaired Driving
- Intersection Safety
- Passenger Van Safety
- Safe Backing
- Safe Driving
- Seat Belt & Airbag Safety
- Securing Materials for Transportation
- Sharing the Road
- Vehicle Inspection and Maintenance
- Vehicle Safety and Security

LARGE VEHICLE DRIVER TRAINING

- Accidents & Emergencies for Large Vehicle Operators
- Adjusting to Changing Conditions for Large Vehicle Operators
- Aggressive Driving for Large Vehicle Drivers

- Dangers of Speeding for Large Vehicle Drivers
- Defensive Driving Strategies for Large Vehicle Drivers
- Distracted Driving for Large Vehicle Drivers
- Driver Safety Orientation for Large Vehicle Drivers
- Impaired Driving for Large Vehicle Drivers
- Intersection Safety for Large Vehicle Drivers
- Large Vehicle Characteristics
- Safe Backing for Large Vehicle Drivers
- Seat Belt & Airbag Safety for Large Vehicle Drivers
- Securing Materials for Transportation for Large Vehicle Drivers
- Sharing the Road for Large Vehicle Drivers
- Vehicle Inspection and Maintenance for Large Vehicle Drivers
- Vehicle Safety and Security for Large Vehicle Drivers

SUPERVISOR TRAINING

- Motor Vehicle Incident Investigation for Supervisors
- Motor Vehicle Safety Overview for Supervisors
- Motor Vehicle Personnel Selection for Supervisors

OFFICE PRODUCTIVITY

TargetSolutions' comprehensive Office Productivity Training catalog offers organizations the ability to develop employees' abilities and maximize operations. Easily deliver Adobe, Google, Intuit and Microsoft Office training online to enhance professional skills and build a foundation for career growth. With nearly 100 courses on the most frequently utilized tools in the industry, employees can gain the knowledge they need to be successful.

ACCOUNTING

- QuickBooks Essentials 2013
- Mastering QuickBooks Online

DATABASE

- Intro to SharePoint

DESKTOP APPLICATIONS

- Gmail Essentials 2015
- Microsoft Sway Essentials
- Microsoft Lync Essentials
- OneDrive Essentials (2016)
- Outlook Web Access Essentials (2016)
- Secrets of the Office Guru
- Skype for Business Essentials
- What's New in Office 2016?

MICROSOFT

Access

- MS Access 2013 01: Working with Databases
- MS Access 2013 02: Creating, Modifying, and Managing Tables
- MS Access 2013 03: Working with Forms
- MS Access 2013 04: Working with Queries
- MS Access 2013 05: Sharing and Protecting Your Data

Excel

- Excel 2010 Essential Training
- Excel 2010 Essential Training II
- Excel 2013 Essential Training I
- Excel 2013 Essential Training II
- Mastering Excel 2016
- Mastering Excel 2016, Basics
- Mastering Excel 2016, Intermediate

Outlook

- Mastering Outlook 2016
- Mastering Outlook 2016 Advanced
- Mastering Outlook 2016 Basics
- MS Outlook 2013 01: Getting Started
- MS Outlook 2013 02: Message and Contact Management
- MS Outlook 2013 03: Time and Task Management

- Outlook 2010 Essential Training
- Outlook 2010 Essential Training II
- Outlook 2013 Essential Training

Office 365

- Office 365 Essentials
- Office 365 Groups Essentials
- Office 365 Planner Essentials
- Mastering Office 365

PowerPoint

- Mastering PowerPoint 2016 Advanced
- Mastering PowerPoint 2016 Basics
- MS PowerPoint 2007 01: Introduction, Navigation, Themes, Text, Slide Masters
- MS PowerPoint 2013 01: The Basics of PowerPoint
- MS PowerPoint 2013 03: Customizing Presentations
- PowerPoint 2010 Essential Training
- PowerPoint 2010 Essential Training II
- PowerPoint 2013 Essential Training
- Power-Up Your PowerPoint Presentation

Project

- Microsoft Project 2013 Essentials Training
- Microsoft Project 2016 Essentials Training
- Microsoft Project 2016 Intermediate Training

Word

- Mastering Word 2016
- Mastering Word 2016 Advanced
- Mastering Word 2016, Basics
- Mastering Word 2016, Intermediate
- Word 2010 Essential Training
- Word 2010 Essential Training II
- Word 2013 Essential Training I
- Word 2013 Essential Training II

OPERATING SYSTEMS

- MS Windows 8: An Introduction
- Windows 8.1 Essentials
- Windows 10 Essential

OCCUPATIONAL HEALTH & SAFETY

TargetSolutions' online courses in occupational safety and health are designed to help employers share important information with employees about how to do their jobs safely. With over 90 courses covering a number of different public entity workplaces, you are sure to find something for your agency.

- Advanced Construction Safety (Modules 1–4)
- Advanced HAZWOPER Awareness (Modules 1–4)
- Aerosol Transmissible Diseases
- Alcohol-Free Workplace
- Asbestos Awareness
- Back Injury Prevention
- Bloodborne Pathogens
- Bloodborne Pathogens Safety
- Building Evacuation and Emergencies
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- CPR Academic
- Diet & Nutrition
- Disaster Preparedness
- Driving Safety
- Drug-Free Workplace
- Electrical Safety
- Emergency Action Plans
- Ergonomics in the Workplace
- Eye Safety
- Fall Protection
- Fire Extinguisher Safety
- Fire Prevention Safety
- First Responder Operations Level Refresher (1–4)
- Forklift Safety
- General Construction Safety
- General Electrical Hazard Awareness for Site Safety
- General First Aid Part 1
- General First Aid Part 2
- General Office Ergonomics
- Hand & Power Tool Safety
- Hazard Communication
- Hazardous Materials
- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Health & Wellness
- Hearing Conservation
- HIV/AIDS Awareness
- Incident Investigation
- Indoor Air Quality
- Industrial Ergonomics
- Introduction to Industrial Hygiene
- Introduction to OSHA
- Laboratory Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- Lock-Out / Tag-Out
- Machine Guarding
- Office Safety
- Personal Protective Equipment
- Radiation Safety
- Respiratory Protection
- Risk Assessment Analysis
- Safety and Health Programs
- Slips, Trips, & Falls Prevention
- Trenching & Shoring
- Welding Safety
- Working in Extreme Temperatures
- Workplace Stress
- Workplace Violence
- RedVector – Confined Spaces
- RedVector – Fall Protection
- RedVector – Hazard Communication
- RedVector – Hearing Conservation
- RedVector – Walking and Working Surfaces
- RedVector – Ladder Safety
- RedVector – Lead Safety Awareness
- RedVector – Legionella Prevention and Control
- RedVector – Incident Reporting and Investigation
- RedVector – Crystalline Silica: Understanding the Hazards
- RedVector – Eye and Face Protection
- RedVector – Powered Industrial Trucks
- RedVector – EHS Regulatory Overview
- RedVector – Hand Safety
- RedVector – Lockout/Tagout
- RedVector – Hazmat Transportation Safety Awareness
- RedVector – Triethylaluminum Safety Awareness
- RedVector – Hydrogen Sulfide Safety
- RedVector – Ethylene Oxide Safety
- RedVector – Combustible Dust - Things That Go Boom
- RedVector – Exit Routes, Emergency Action Plans & Fire Prevention Plans
- RedVector – Personal Protective Equipment Selection and Proper Usage
- RedVector – Flammable and Combustible Liquids
- RedVector – Safety: Basics
- RedVector – Bloodborne Pathogens
- RedVector – General Recording Criteria
- RedVector – Introduction to Powered Industrial Trucks
- RedVector – Stairways and Ladders
- RedVector – Back Safety: Protection and Treatment Basics
- RedVector – Personal Protective Equipment
- RedVector – Fatal Accidents & Prevention
- RedVector – Preventing and Investigating Accidents

PROJECT MANAGEMENT

TargetSolutions is pleased to offer more than 50 titles aimed at helping public entities develop project managers who are equipped to achieve organizational goals.

ADVANCED PROJECT MANAGEMENT

- Advanced Project Management: Advanced Project Risk Management
- Advanced Project Management: Advanced Project Scheduling
- Advanced Project Management: Converting Strategy Into Action
- Advanced Project Management: Executing Complex Programs
- Advanced Project Management: Integrated Project Delivery
- Advanced Project Management: Managing Project Teams
- Advanced Project Management: Project Management in a Dynamic Environment
- Advanced Project Management: Project Performance Management
- Advanced Project Management: Sustainability in Project Management
- Advanced Project Management: The Power of Project Leadership
- Advanced Project Management: Understanding the Project, Program, and Portfolio Architecture

AGILE

- Project Management - Agile 01: Series Overview
- Project Management - Agile 02: Traditional vs. Agile Project Management
- Project Management - Agile 03: Manifesto Principles 1 - 6
- Project Management - Agile 04: Manifesto Principles 7-12
- Project Management - Agile 05: Scrum and XP Methods
- Project Management - Agile 06: Other Agile Methods
- Project Management - Agile 07: Value Driven Development
- Project Management - Agile 08: Prioritization and Risk Management
- Project Management - Agile 09: Planning Agile Projects
- Project Management - Agile 10: Estimation
- Project Management - Agile 11: Managing Projects
- Project Management - Agile 12: Adaptive Planning and Design
- Project Management - Agile 13: Soft Skills and Leadership
- Project Management - Agile 14: Team Formation and Boosting Team Performance
- Project Management - Agile 15: Stakeholder Engagement
- Project Management - Agile 16: Communication in Projects
- Project Management - Agile 17: Problem Detection, Metrics, and Resolution
- Project Management - Agile 18: Quality and Earned Value Management
- Project Management - Agile 19: Continual Improvement
- Project Management - Agile 20: PMI Code of Conduct
- Project Management - Agile 21: PMI Agile Certified Practitioner (PMI-ACP)® Exam Prep
- Project Management - Agile 22: Test Me - PMI Agile Certified Practitioner Exam (PMI-ACP)®

FROM AEC PROJECT MANAGER TO PRINCIPAL

- From AEC Project Manager to Principal 1: Foundations of Management
- From AEC Project Manager to Principal 2: Marketing Your Services
- From AEC Project Manager to Principal 3: Negotiation Outcomes & Strategies
- From AEC Project Manager to Principal 4 & 5: Manpower & Quality
- From AEC Project Manager to Principal 6: Financial Management

TRADITIONAL

- Keys to On-Time, On-Budget Results
- Project Management 01: Project Management Overview
- Project Management 02: Managing Projects within Organizations
- Project Management 03: Process Groups
- Project Management 04: Execution, Monitoring and Controlling
- Project Management 05: Project Change Control and Closure
- Project Management 06: Initiation Basics, Developing a Project Charter and Plan

- Project Management 07: Collecting Requirements and Defining Scope
- Project Management 08: Monitor and Control Project Scope
- Project Management 09: Defining and Sequencing Project Activities
- Project Management 10: Developing and Controlling the Project Schedule
- Project Management 11: Estimating Activity Resources and Durations
- Project Management 12: Controlling Costs
- Project Management 13: Estimating & Budgeting Project Costs
- Project Management 14: Project Quality Planning
- Project Management 15: Quality Assurance and Cost Control
- Project Management 16: Managing Projects for Human Resources
- Project Management 17: Planning Projects for Human Resources
- Project Management 18: Processes for Managing Project Communications
- Project Management 19: Stakeholders and the Communication Management Plan
- Project Management 20: Identifying Project Risks
- Project Management 21: Performing Risk Analysis
- Project Management 22: Risk Management Planning
- Project Management 23: Risk Response, Monitor and Control
- Project Management 24: Managing Procurement During Your Project
- Project Management 25: Planning Procurement for Your Project
- Project Management 26: Stakeholder Identification and Planning
- Project Management 27: Project Stakeholder Engagement and Communication
- Project Management 28: PMI® Certification Requirements
- Project Management 30: Project Management Professional (PMP)® 2016 Exam Updates

ULTIMATE PROJECT MANAGER

- The Ultimate Project Manager, Chapter 01: Today's Project Manager
- The Ultimate Project Manager, Chapter 02: Marketing And Proposals
- The Ultimate Project Manager, Chapter 03: The Contract Agreement
- The Ultimate Project Manager, Chapter 04: The Project Management Plan
- The Ultimate Project Manager, Chapter 05: The Project Schedule
- The Ultimate Project Manager, Chapter 06: The Project Budget
- The Ultimate Project Manager, Chapter 07: Leading The Project Team
- The Ultimate Project Manager, Chapter 08: Managing Client Relationships
- The Ultimate Project Manager, Chapter 09: Developing Effective Communications
- The Ultimate Project Manager, Chapter 10: The Project Startup
- The Ultimate Project Manager, Chapter 11: Managing Your Time
- The Ultimate Project Manager, Chapter 12: Managing Project Studies And Reports
- The Ultimate Project Manager, Chapter 13: Managing Design And Construction Phases
- The Ultimate Project Manager, Chapter 14: Managing Project Quality
- The Ultimate Project Manager, Chapter 15: Managing Project Risks
- The Ultimate Project Manager, Chapter 16: Project Financial Management
- The Ultimate Project Manager, Chapter 17: Project Management And Design Technology
- The Ultimate Project Manager, Chapter 18: Monitoring And Controlling The Project
- The Ultimate Project Manager, Chapter 19: Project Closeout
- The Ultimate Project Manager, Chapter 20: Alternative Project Delivery Methods
- The Ultimate Project Manager, Chapter 21: A/E Project Management Benchmark Data
- The Ultimate Project Manager, Series Summary: The Short and Sweet Version

CYBERSECURITY

Threats of cybersecurity breaches are on the rise, and agencies must be proactive in protecting sensitive corporate and personal information. TargetSolutions' online cybersecurity training catalog features courses with up-to-date lessons for browser, email and password security to improve cybersecurity awareness amongst employees and mitigate risks to your agency's data.

CYBER AWARENESS

- Cybersecurity Awareness for Business Leaders: Creating A Cyber Security Culture
- Cybersecurity Awareness for Business Leaders: Incident Preparedness and Management Planning
- Cybersecurity Awareness for Business Leaders: Laws and Global Compliance Standards
- Cybersecurity Awareness for Business Leaders: Safeguarding Against Social Engineer Attacks
- Cybersecurity Awareness for Employees: Classifying and Safeguarding Data for Corporate and Personal Use
- Cybersecurity Awareness for Employees: End-User Best Practices
- Cybersecurity Awareness for Employees: Security Awareness Essentials
- Cybersecurity Awareness for Employees: Social Engineering

SECURITY

- Browser Security Basics
- Cybersecurity Overview
- Emailed and Messaging Safety
- Password Security Basics
- Protection Against Malware

SCHOOL DISTRICTS

TargetSolutions offers a comprehensive catalog of online courses for school district employees. Courses are designed to enhance knowledge and ensure safety in scholastic environments, covering a wide range of topics for principals, teachers, supervisors, librarians, custodians, food service employees and school security personnel. Courses cover the following categories: Emergency Operations Management, Environmental, Health, Human Resources, Library Services, Nutrition Service, School Safety & Behavioral and Transportation.

CAMPUS SECURITY SERIES

- Alcohol Abuse on Campus
- Campus and Community Relations
- Campus Awareness and Crime Prevention
- Campus Security Report Writing
- Crime and Incident Scene Protection
- Critical Incident Response in the School Environment
- Physical Security in the School Environment
- Fire and Emergency Response Planning
- Legal Responsibilities
- Residence Hall Security
- Special Events

DRIVER TRAINING

- Adjusting to Changing Driving Conditions (EDU)
- Bus Drivers: Ergonomics and Avoiding Injury (EDU)
- Bus Drivers: Evacuating Students with Special Needs (EDU)
- Defensive Driving Strategies (EDU)
- Distracted Driving (EDU)
- Driver Safety Orientation (EDU)
- Driving Accidents & Emergencies (EDU)
- Large Vehicle Characteristics (EDU)
- Passenger Van Safety (EDU)
- Safe Use of Utility Vehicles (EDU)
- School Bus Behavior and Discipline (EDU)
- Special Education Transportation: Handling Needs on Mixed Buses (EDU)
- Special Education Transportation: Laws and Regulations (EDU)
- Special Education Transportation: Lifts and Mobility Equipment (EDU)
- Special Education Transportation: Types of Disabilities and Special Needs (EDU)
- Special Education Transportation: Transportation Problems (EDU)

FOOD SERVICE

- Food Safety, Foodborne Illness & Kitchen Sanitation (EDU)
- Food Service General Safety (EDU)
- Food Services Proper Lifting (EDU)
- School Meal Compliance (EDU)

HUMAN RESOURCES

- Child Abuse: Mandated Reporter Training for California (EDU)
- Ethics in the Workplace (EDU)
- Introduction to Understanding the Rights of LGBT Identities (EDU)

- Introduction to Understanding the Rights of LGBT Students (EDU)
- Maintaining Professional Staff/Student Boundaries (EDU)
- Preventing Sexual Harassment: Students (EDU)
- Sexual Misconduct in Schools (EDU)
- Spanish Version - Mandated Reporter Training for California (EDU)
- Title IX and Sexual Misconduct (EDU)
- Title IX in Higher Education: Sexual Misconduct (EDU)
- Workplace Diversity (EDU)

OCCUPATIONAL HEALTH & SAFETY

- Aerosol Transmissible Diseases (EDU)
- Asbestos Safety (EDU)
- Athletes and Sudden Cardiac Arrest (EDU)
- Avoiding Slips, Trips, and Falls (EDU)
- Back Injury Prevention (EDU)
- Bloodborne Pathogens Safety (EDU)
- Breaking Up Student Fights (EDU)
- California Integrated Pest Management (EDU)
- Classroom Safety - Special Education (EDU)
- Computer Security Awareness (EDU)
- Crossing Guard Safety (EDU)
- Electrical Safety (EDU)
- Emergency Operations Plans in Action (EDU)
- Everyday Safety in Classrooms (EDU)
- FERPA: Protecting Student Privacy (EDU)
- Fire Extinguisher Safety (EDU)
- Fire Prevention Safety (EDU)
- General First Aid Part 1 (EDU)
- General First Aid Part 2 (EDU)
- General Office Ergonomics (EDU)
- Hazmat Spill Prevention & Control (EDU)
- Hearing Conservation (EDU)
- Incident Investigation (EDU)
- Lead Awareness (EDU)
- Liability in Sports (EDU)
- Managing Difficult Behaviors (EDU)
- Personal Protective Equipment (EDU)
- Planning for an Emergency (EDU)
- Playground Safety (EDU)
- Playground Supervision (EDU)
- Preventing Cyberbullying (EDU)
- Proper Lifting (EDU)
- Proper Lifting Library Operations (EDU)
- Proper Use of Seclusion and Restraint (EDU)
- Principal's Recognition of Hazards on a School Campus (EDU)
- Recognizing and Preventing Youth Suicide (EDU)
- Respiratory Protection (EDU)

- Safety in the Science Lab (EDU)
- Science Laboratory: Chemical Spill Safety (EDU)
- School Bullying (EDU)
- School Shooting Awareness (EDU)
- School Violence and Weapons (EDU)
- Supervision and Oversight of Students (EDU)
- Student Concussions (EDU)
- Student Safety Restraint Systems (EDU)
- Techniques for De-Escalation (EDU)
- Wheelchair Securement and Safety (EDU)
- Working in Extreme Temperatures: Working in Cold Climates (EDU)
- Working in Extreme Temperatures: Heat Illness Prevention (EDU)
- Workplace Violence (EDU)

SPECIAL EDUCATION AND INCLUSION

- Appropriate Use of Personal Protective Equipment
- Behavior Management Strategies
- Bullying Risks for Students with Disabilities
- Coping with Stress as a Paraeducator
- De-escalation Strategies, When Working with Special Needs Students
- Evacuation of Students with Disabilities
- IEP Collaboration Techniques
- Individualized Education Programs (IEP): An Introduction
- Individuals with Disabilities Education Act (IDEA): An Introduction
- Paraprofessional: Understanding Your Role
- Preventing Injuries: Paraeducators and Students
- Restraint and Seclusion: Uses, Alternatives and Risks
- School Safety for Students with Disabilities
- Section 504 of the Rehabilitation Act: An Introduction
- Student Discipline and the Law
- Understanding Behaviors of Students with Special Needs
- Understanding Inclusion for Special Needs Students

SPANISH

TargetSolutions offers online training courses in Spanish. Courses cover the following categories: Driver Training, Environmental Awareness, General Safety, Human Resources and Occupational Health.

DRIVER TRAINING

- Accidents & Emergencies
- Adjusting to Changing Conditions
- Aggressive Driving
- Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driving Safety
- Expressway and Highway Driving
- Impaired Driving
- Incident Investigation for Supervisors
- Intersection Safety
- Large Vehicle Characteristics
- Incident Investigation for Supervisors
- Safe Backing
- Seat Belt & Airbag Safety
- Securing Materials for Transportation
- Sharing the Road
- Vehicle Inspection and Maintenance
- Vehicle Safety and Security

OCCUPATIONAL HEALTH & SAFETY

- Advanced HAZWOPER Awareness (Modules 1-4)
- Asbestos Awareness
- Back Injury Prevention
- Bloodborne Pathogens Safety
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- CPR Academic
- Diet & Nutrition
- Disaster Preparedness
- Driving Safety
- Electrical Safety
- Eye Safety
- Fall Protection
- Fall Protection
- Fire Extinguisher Safety
- Fire Prevention Safety
- Forklift Safety
- General Construction Safety
- General First Aid
- General Office Ergonomics
- Hand & Power Tool Safety
- Hazard Communication
- Hazmat Spill Prevention & Control
- Hazmat Transportation
- Health & Wellness

- Hearing Conservation
- Indoor Air Quality
- Industrial Ergonomics
- Laboratory Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- Lock-Out / Tag-Out
- Machine Guarding
- Materials Handling, Storage, Use, & Disposal
- Office Safety
- Personal Protective Equipment
- Radiation Safety
- Respiratory Protection
- Risk Assessment Analysis
- Slips, Trips, & Falls Prevention
- Trenching & Shoring
- Welding Safety
- Working in Extreme Temperatures
- Workplace Stress
- Workplace Violence

HUMAN RESOURCES

- Alcohol-Free Workplace
- Drug-Free Workplace
- General Office Ergonomics
- Incident Investigation
- Mandated Reporter Training for California (EDU)
- Workplace Diversity